

NEW PROGRAMS OR EXTENDING A DEGREE: ANALYZING LIBRARY CAPACITY

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Complete this workbook to assess the adequacy of library holdings and services prior to filling in the New Program Proposal Template itself. You will transfer a summary of the key findings of the workbook to the new program/extending a degree proposal form.

The Faculty Senate Library Committee reviews all proposals for new degree and extended degree programs for adequacy of library holdings and services. To assist the committee in its deliberations, please address the topics below in your proposal in collaboration with the librarian(s) responsible for collection development in your discipline(s). The names of appropriate librarians are available from the Director of Libraries at 335-4558 or from your dean's office.

1. In specific terms, describe the adequacy of existing capacity:

Questions to ask:

- How adequate are the existing library collections for the proposed program?
- How adequate is the existing library equipment for the proposed program?
- How adequate are the existing personnel and services for the proposed program?
- How will this program contribute to the funding of existing serials, given their ever increasing costs?

Answer here:

The existing library collections at WSU are adequate for supporting the proposed computer engineering program at the Everett Campus. Although WSU Everett does not have physical library resources, students can access a comprehensive range of digital resources through the WSU Libraries system. This includes e-books, online journals, and databases relevant to computer engineering. Additionally, interlibrary loan services can provide access to physical materials from other WSU campuses and partner institutions.

The existing library equipment at WSU Everett, while limited, can be supplemented by leveraging general computer lab and student center physical resources as well as the resources available through the WSU Libraries system. Students can access necessary software and tools on campus to access any necessary e-books, online journals, and databases.

The existing personnel and services at WSU Libraries are well-equipped to support the proposed program. Librarians with expertise in computer engineering and related fields are already available to assist students and faculty with research and resource needs. Additionally, services such as interlibrary loans, research assistance, and access to digital resources are robust and can handle the increased demand from the new program

The extension of the computer engineering program to the Everett Campus can contribute to the funding of existing serials by attracting additional funding sources. This includes university budgets, state grants, and partnerships with local tech industries. Highlighting the importance of maintaining up-to-date resources for the program can help justify the need for increased funding, ensuring that the library collections remain current and comprehensive.

2. What is the need for new library collections?

Areas to consider:

1. Serials (e.g., journals or indexes in print, electronic format, microform, etc.):
 - a. List new serials titles (and costs) that will be needed.
 - b. What funds have been designated for these titles and for the ongoing serials subscriptions?
 - c. Can any of your current serials subscriptions be cancelled to purchase the new titles?
 - d. What additional library equipment will be needed and how will it be funded (e.g., computers, desks/tables, etc.)?

2. Monographs (e.g., books in print, electronic format, etc.):
 - a. Will monographs need to be purchased?
 - b. Have continuing funds been designated for these and future purchases?
 - c. What additional library equipment will be needed and how will it be funded?

3. Media (e.g., DVDs, sound recordings, etc.):
 - a. Are media materials needed?
 - b. Have funds been designated?
 - c. What additional multimedia equipment will be needed and how will it be funded?

Answer here:

No new serials titles are needed. The existing library collections, including digital resources accessible through the WSU Libraries system, are sufficient to support the proposed computer engineering program.

Predominately, access to the Association for Computing Machinery (ACM) Digital Library and the Institute of Electrical and Electronics Engineers (IEEE) Xplore databases are necessary. As no new serials titles are required, no additional funds need to be designated. The current budget for ongoing serials subscriptions will continue to support the program. There is no need to cancel any current serials subscriptions, as the existing collections are adequate for the program extension. No additional library equipment is needed. The existing equipment and resources available through the WSU Libraries system are sufficient to meet the needs of the computer engineering program.

No new monographs need to be purchased. The existing collections, including digital and print resources, are adequate to support the program. As no new monographs are required, no additional continuing funds need to be designated. The current budget will continue to support the existing collections. No additional library equipment is needed. The existing equipment and resources are sufficient to support the program extension.

No new media materials are needed. The existing media resources available through the WSU Libraries system are sufficient to support the program. As no new media materials are required, no additional funds need to be designated. The current budget will continue to support the existing media resources. No additional multimedia equipment is needed. The existing equipment and resources are sufficient to support the program extension.

3. What new library personnel will be needed?

Questions to ask:

- Will specialized expertise be required to serve your new program?
- Will additional library staff or faculty need to be hired?
- If so, how will the position(s) be funded?

Answer here:

No additional specialized expertise is required beyond what the library currently provides. The existing library staff at WSU, including those with expertise in various fields, are well-equipped to support the extension of the existing computer engineering program through their knowledge and access to comprehensive digital resources. No additional library staff or faculty need to be hired. The current library staff and faculty at WSU are sufficient to support the new program. They possess the necessary expertise and resources to assist students and faculty for program extension of the computer engineering degree. As no additional positions are required, there is no need for additional funding for new hires. The existing budget and resources will continue to support the library staff and faculty effectively.

4. What additional library services will be needed?

Questions to ask:

- To what extent will additional interlibrary loan services be required?
- Online network access?
- References services?
- Library user education?
- If additional services are needed, have funds been designated for this purpose?

Answer here:

No additional interlibrary loan services will be required. The existing interlibrary loan services provided by WSU Libraries are sufficient to meet the needs of extending the computer engineering program. These services already facilitate access to a wide range of materials from partner institutions. No additional online network access is needed. The current online network infrastructure at WSU is robust and capable of supporting the increased demand from the new program. Students and faculty will continue to have reliable access to digital resources and online databases. No additional reference services are required. The existing reference services at WSU Libraries are adequate to support the new program. Librarians with expertise in various fields, including computer engineering, are available to assist students and faculty with their research needs. No additional library user education services are needed. The current library user education programs at WSU are sufficient to support the new program. These programs effectively teach students how to access and utilize library resources. As no additional services are required, there is no need for additional funding. The existing budget and resources will continue to support the library services effectively.

5. For programs offered away from the Pullman campus: To what extent will collections and services be provided from Pullman and to what extent by other campus or local libraries?

Answer here:
<p>As the computer engineering degree program is an extension of an existing program originating from the Pullman campus, and given that WSU Everett does not have physical library resources, the collections and services will be extensively supported by Pullman and the WSU Libraries system. The key services that will support the program include:</p> <ul style="list-style-type: none"> • Access to Online Library Resources: Students will need comprehensive access to digital resources such as e-books, online journals, and databases through the WSU Libraries system. This ensures that they have the necessary materials for their studies and research. • Interlibrary Loan Services: The interlibrary loan services provided by the Pullman campus will be crucial. These services allow students to request and receive materials from other libraries within the WSU system and beyond, ensuring they have access to a wide range of resources. <p>Additionally, local resources will also play a supportive role:</p> <ul style="list-style-type: none"> • Snohomish County Libraries: Students can utilize the physical library resources available in Snohomish County, which can provide supplementary materials and support. • Everett Community College (EvCC) Library: The EvCC library, a brand new facility located next door to WSU Everett's building, offers additional physical resources and study spaces. This proximity allows members of the community and students of EvCC to easily access a well-equipped library to complement their studies. Many WSU Everett students are considered dual students of both EvCC and WSU Everett. <p>Overall, the primary support for collections and services will come from the Pullman campus and the WSU Libraries system, with valuable supplementary resources available from local libraries and the EvCC library.</p>

6. Are there any other library resource considerations (e.g., additional space)?

Answer here:
<p>There are no additional library resource considerations for this proposal.</p>

Contact Information for Individual Completing the Library Analysis Form:

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Please summarize this information on the new Program Proposal Template.